Title: Collection Development Policy        Date Developed: 08/20/80
Policy Number: SS-01                       Date Revised:  03/27/87
                                                Date Revised: 03/01/89
                                                Date Revised: 05/06/2009
                                                Date Revised: 04/20/2015

Purpose

Special Services is comprised of three units: Special Collections, Palmer College Archives and the Digital Center. Special Services preserves and makes accessible materials detailing the history of the Palmer College of Chiropractic, the wider chiropractic profession and related healthcare fields.

Collecting Focus

All these areas are collected within budget allowances:

- Palmer College history
- Palmer Family history
- Papers on key chiropractors
- All materials on all aspects of Chiropractic and in all languages and editions.
- All materials on the spine and/or manipulative therapy.
- All materials on Magnetic Healing
- Representative or important works on Complementary and Alternative Medicine and other health care modalities that employ neither drugs nor surgery.
- Materials which reflect the scientific and sociological trends which influenced the formation of chiropractic.

Type of Materials

We collect books, journals, pamphlets, newspapers, yearbooks, manuscript papers, oral histories, photographs (including class composites), memorabilia, ephemera, blueprints, posters, audiovisual material (such as reel-to-reel tapes, cassettes, phonograph records, films, videos, DVDs), textbooks, and teaching materials.
**Number of copies**

- Generally, we collect 3 copies of Palmer produced items and 2 copies of non-Palmer produced items for books and journals.
- Given the limitations on storage space for our collections, we cannot accept duplicate copies of items already held in Special Services unless in better condition than what we currently hold on the shelf. We favor better condition items for preservation and digitization purposes, in order to ensure the longevity of the item(s) in our collection and to also provide the best digital representation possible.
- Exceptions may be made in instances where an extra copy has unique features such as provenance or marginalia or is written by a chiropractor with a Ph.C. qualification.

**Physical Condition**

Special Services does not have dedicated preservation and conservation resources, so we try to acquire materials in the best physical condition. Exceptions may be made for rare or scarce items, in less than perfect condition.